



# CITY OF ATLANTA

## Job Announcement

### AVIATION PROPERTY SPECIALIST

**STARTING SALARY: \$41,846**

**Salary Grade: 21**

**Applications Accepted From: July 18, 2005 until July 29, 2005**

#### **Minimum Job Requirements**

Applicants must possess a Bachelor's degree in Business/Public Administration or a related field and two years of progressively responsible experience in real estate, commercial property management, lease management or a related area.

#### **Duties of the Job:**

This employee provides administrative and technical support to the Aviation Property Manager; prepares specifications for contract negotiation and bidding of service contracts; reviews tenant compliance with contract terms; recommends procedures to ensure adherence with contract stipulations, applicable laws, codes and regulations; processes various contracts for approval and execution including service contracts; responds to questions and inquiries from tenants, airport authorities, employees and superiors; maintains computer database and general files on airport property contracts, lease agreements and amendments to leases.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

---

**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.**

---

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**